MANIPUR GAZETTE

सत्यमेव जयते

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GOVERNMENT OF MANIPUR
SECRETARIAT : FINANCE DEPARTMENT
(FINANCE EXPENDITURE)

OFFICE MEMORANDUM
Imphal, the 19th July, 2012

Subject: Duties and responsibilities of Finance Officers in Autonomous District Councils (ADCs)

No. 8/1/2012-FD(TRY).– The need for clearly setting out the duties and responsibilities of the Manipur Finance Service officers posted in the Autonomous District Councils (ADCs) has been under consideration of the State Government for sometime. The need has mainly arisen against the backdrop of substantial devolution of administrative and financial powers to the ADCs, need for strengthening the institutional framework for financial management in the ADCs. Keeping in view of these imperatives, the State Government has decided to clearly set out the duties and responsibilities of the Finance Officers in the ADCs.

2. The duties and responsibilities of the Manipur Finance Service officers posted in the ADCs would be as below:

(i) He shall be responsible for tendering financial advice on all matters involving expenditures of ADCs and the DRDAs and concurrence to financial proposals of ADCs and the DRDAs including carrying out proper scrutiny, analysis, monitoring of financial proposals under Plan, Non-Plan, CSS, CPS, NLCPR, NEC, DRDA matters, etc;

(ii) He shall be responsible for expenditure control, monitoring of progress of expenditure against sanctioned grant on a monthly and quarterly basis;

(iii) He shall be responsible for formulation, appraisal, monitoring and evaluation of projects, schemes, programme and activities taken up by the ADCs/DRDAs;

(iv) He shall be responsible for budget formulation, preparation of revised estimates and supplementaries, if any;

(v) He shall compulsorily vet all matters involving projects, schemes, programme, purchases/procurement, contracts of the ADCs of the ADC concerned and ensure that all sanctions, financial transactions, purchases/procurements are in compliance with rules, regulations, guidelines and principles laid down in the General Financial Rules, Central Treasury Rules and Delegation of Financial Powers Rules of Manipur, as amended from time to time;

(vi) Whenever a financial sanction is issued by the Executive Directors/Chief Executive Officers of the DRDAs/ADCs concerned under the delegated powers, it shall be done in consultation with the Finance Officer and the following clause shall be added to the sanction:

(a) "This issues in exercise of the powers conferred on this Council in consultation with the Finance Officer vide his/her U.O. No.....dated.....

(vii) All proposals from the District Councils and the DRDAs to the Administrative Departments and from Administrative Departments to the Finance Department for sanctions, release of LOC, etc. shall carry a certification to the effect that, *"the proposal has been vetted by the Finance Officer vide U.O. No.....dated..... and has been found to be in order";*

(viii) He shall be responsible for ensuring compliance of instructions issued by the Government from time to time on economy/rationalisation of expenditure;

(ix) He shall be responsible for matters relating to PAC/Audit Paras and ensure prompt action on Audit Reports of the Comptroller and Auditor General of India and the Directorate of Local Fund Audit.

3. Further, all Treasury Officers shall ensure that no bills sanctioned by the ADCs and the DRDAs shall be passed unless the condition stated in sub-para (vi) and (vii) above is fulfilled.

4. Similarly, the Finance Department shall not entertain any proposal that does not fulfill the condition stated in sub-para (vii) above.

5. This order will supersede any other order issued earlier and shall take effect immediately. Hills Department will issue an order listing the duties and responsibilities of Accounts Officers of ADCs so that there is no conflict of duties and responsibilities between the MFS Finance Officer and the Accounts Officers of the ADCs.

RAKESH RANJAN,
Commissioner (Finance),
Government of Manipur.

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